

# YLAI Network

## Leadership Planning Toolkit



## **Congratulations on taking this next step in your professional development!**

This Leadership Planning Toolkit is a tested tool that will support your continued professional growth as a leader and help guide you as you work to create positive change in your home community, country, and region.

Your Leadership Planning Toolkit is a living document. As you build your experience and networks over time, you can add these new experiences, networks, contacts, and learnings into your Leadership Planning Toolkit. The Leadership Planning Toolkit will also allow you to reflect on your growth and the contributions that you have made to your society, community, region, and country.

Six months or even a year from now, take time to reflect on your answers and see how you've grown as a leader! Redo the activities in this toolkit and reflect on the following questions: How did you grow and reach your goals? In which ways can you still improve?

**NAME:** \_\_\_\_\_

**HOME COUNTRY/CITY:** \_\_\_\_\_

**CURRENT VOCATION AND AVOCATION (INCLUDE EMPLOYMENT AND ANY VOLUNTEER OR COMMUNITY WORK):**

\_\_\_\_\_

**AREA(S) OF FOCUS (YOU MAY CHOOSE MORE THAN ONE):**

- |  |  |  |
|--|--|--|
| <input type="checkbox"/> Agriculture                               | <input type="checkbox"/> Education                             | <input type="checkbox"/> Manufacturing   |
| <input type="checkbox"/> Arts/Music/Fashion                        | <input type="checkbox"/> Energy                                | <input type="checkbox"/> Communications/Marketing/<br>Advertising                  |
| <input type="checkbox"/> Banking/Finance                           | <input type="checkbox"/> Engineering                           | <input type="checkbox"/> Peace building/Conflict<br>Resolution                     |
| <input type="checkbox"/> Business/Entrepreneurship                 | <input type="checkbox"/> Environment/Conservation/<br>Wildlife | <input type="checkbox"/> Policy Advocacy/Research                                  |
| <input type="checkbox"/> Children and youth                        | <input type="checkbox"/> Government: civil service             | <input type="checkbox"/> Public Works (utilities/ water/<br>waste management)      |
| <input type="checkbox"/> Civil/Human Rights                        | <input type="checkbox"/> Government: elected office            | <input type="checkbox"/> Religion  |
| <input type="checkbox"/> Community Development                     | <input type="checkbox"/> Health/Public Health/Medicine         | <input type="checkbox"/> Retail/Sales Science<br>Technology/<br>Telecommunications |
| <input type="checkbox"/> Construction/Architecture/<br>Real Estate | <input type="checkbox"/> Hospitality/Tourism/Travel            | <input type="checkbox"/> Transportation  |
| <input type="checkbox"/> Democracy/ Governance/<br>Civic Education | <input type="checkbox"/> Journalism/Media/Publishing           | <input type="checkbox"/> Women's and girls' Issues                                 |
| <input type="checkbox"/> Disability Rights/Issues                  | <input type="checkbox"/> Justice/Legal/Prison Systems          |  |
|  | <input type="checkbox"/> LGBTQI Issues                         |  |

## My Essential Question

The Essential Question is a research question that will encourage you to explore solutions to a challenge that you are currently facing.

---

---

---

---

## Vision Statement: A Dream for the Future

**Please write a Personal Vision Statement describing your vision for the future.**

- Write a sentence or two about your personal leadership vision and your personal life vision. What do you hope to help create and help achieve?
- Consider your Essential Question and think about how you will expand on this question in the coming years.
- Write a few sentences describing your hopes and dreams for your country, community, and society.

# My Core Values

Please review the following list of key leadership values. Most people value all of these characteristics in leaders, but there are many different approaches to good leadership. In developing a leadership plan, it's helpful to identify those values that are most important to you in your leadership journey.

## Respect & Compassion

Prioritizing the recognition of the dignity of other people in all aspects of leadership and decisions.

## Self-Awareness & Inner Serenity

Seeking validation or solace from others; conveying peace and serenity.

## Conceptualization

The ability to maintain awareness of the conceptual thinking and the "big picture" and still manage effectively from day-to-day.

## Legacy

Prominence; being well-known for contributions.

## Wisdom & Foresight

Sound judgment based on knowledge and understanding of past and present and consequences of future decisions.

## Shared Responsibility & Accountability

Dependably achieving promised results for team, stakeholders, community, country.

## Creativity & Diversity

Discovering and nurturing new ideas and innovations and consistently soliciting diverse perspectives.

## Presence & Building Trust

The ability to communicate and act in a way that conveys confidence, warmth and strength.

## Harmony & Interdependence

Recognizing that each one of us needs all of us and we should strive to work together in accord rather than in opposition.

## Persuasion & Creating Meaning

A reliance on persuasion rather than solely one's positional authority, in making decisions within an organization; helping people understand the "why".

## Facilitation

Consistently ensure that everyone's viewpoint is heard appropriately and that solutions and resolutions find a common ground.

## Ethical Leadership

Promoting positive civic engagement and social responsibility through an ethic of service and a concern for justice.

## Commitment to Community & Ubuntu

Recognizing that everyone has a responsibility for the welfare of others.

## Common Purpose

Valuing, creating, and involving others in creating shared aims and values.

After reviewing this list, choose 3–4 values that are most important to you and write them below. Feel free to include values not listed above.

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

4. \_\_\_\_\_

# My Identity as a Leader

How will I ensure that I stay true to my values as I develop and take on higher level leadership positions?

---

---

---

What would people say are my strengths as a leader when I am not in their presence?

---

---

---

Considering my Vision Statement and Core Values, what else do I want people to say about my leadership strengths when I'm not in their presence?

---

---

---

# My Long-Term Goals

**My Essential Question was:**

---

---

---

## Long-Term Goals

In 5–10 years, this is the change that I would like to help create. Look at your core values, re-read your Vision Statement; think about the future that you want to be an instrumental part of creating.

---

---

---

## Long-Term Objectives

In order to move towards each of these goals, I have the following key objectives:  
Objectives should be specific, visible, and measurable.

- |          |          |
|----------|----------|
| 1. _____ | 3. _____ |
| 2. _____ | 4. _____ |

I anticipate having some challenges in reaching these objectives. List any key personal, environmental, or institutional challenges you can imagine below.

---

---

---

**What are you best at?**

For example, your biggest strengths that will help you may be “relationship-building” or “leading effective teams”.

---

---

---

**In order to reach my objectives, I would like to develop in the following ways:**

List the skills and knowledge that you think will help you reach your long-term goal and objectives.

---

---

---

# My Short-Term Goals and Action Steps Today

## 12-Month Objectives:

To take the first steps towards reaching my long-term goals, over the next 12 months I will... List 2-4 objectives that are realistic, measurable, achievable, and within your control.

- |          |          |
|----------|----------|
| 1. _____ | 3. _____ |
| 2. _____ | 4. _____ |

## Contacts and Networking:

To achieve these objectives in the next 12 months, I plan to expand my network by initiating, building, or strengthening relationships with the following groups and individuals. Identify 4-10 new contacts that are relevant to helping you meet your objectives.

- |          |           |
|----------|-----------|
| 1. _____ | 6. _____  |
| 2. _____ | 7. _____  |
| 3. _____ | 8. _____  |
| 4. _____ | 9. _____  |
| 5. _____ | 10. _____ |

## Professional Development:

To achieve these objectives in the next 12 months, I would like to specifically build my knowledge and skills in the following areas. List very specific skill/knowledge areas, such as: "Negotiation Skills; Budgeting Skills; Ability to Persuade Others."

---

---

---

---

---

---

## Reaching Other Young Leaders:

How do you plan to work with young leaders in your home country and community? For example: Will you mentor other young leaders? Engage young leaders in your organization, business, or institution? Organize volunteer activities for young leaders?

---

---

---

## Notes